



U.S. Customs and  
Border Protection

DEC 23 2008

MEMORANDUM FOR: Executive Directors, Field Operations  
Directors, Field Operations  
Acting Director, Preclearance Operations  
(b)(6)(b)(7)(C)

FROM: Executive Director  
Admissibility and Passenger Programs

SUBJECT: Forwarding Form I-275 to the U.S. Department of State

Recent incidents within Field Operations have revealed a need for direction to the field regarding Form I-275, Withdrawal of Application for Admission/Consular Notification procedures. CBP maintains responsibility for forwarding completed Forms I-275 to the appropriate consulate/embassy of the U.S. Department of State.

The procedures for completing Forms I-275 are found within the Inspector's Field Manual (IFM) Chapter 17.2(c), and have not changed, (b)(7)(E)

(b)(7)(E)

(b)(7)(E) An alien may not be pressured into withdrawing his or her application for admission under any circumstances, consistent with guidance found in the IFM Chapter 17.15(c).

All completed Forms I-275 should be forwarded to the appropriate consulate/embassy of the U.S. Department of State as soon as practicable. Normally, the appropriate location will be the visa issuing post. In cases that do not involve a visa, it would be appropriate to forward the Form I-275 to the consulate nearest to the alien's foreign residence.

(b)(7)(E)


This memorandum and attached muster should be disseminated to all ports of entry in your area of responsibility. If you have any questions regarding this memorandum or muster, please contact (b)(6)(b)(7)(C) Program Manager, Admissibility and Passenger Programs, at (202) (b)(6)(b)(7)(C)

Attachment

~~FOR OFFICIAL USE ONLY~~  
~~Law Enforcement Sensitive~~

### Weekly Muster

**Week of Muster:** January 5, 2009  
**Topic:** Forwarding Form I-275 to the U.S. Department of State  
**Reference:** Inspector's Field Manual Chapter 17.2 and Chapter 17.15  
**Headquarters POC:** (b)(6)(b)(7)(C) (202) (b)(6)(b)(7)(C)  
**Office:** Admissibility and Passenger Programs

- U.S. Customs and Border Protection (CBP) officers are responsible for completing Form I-275, Withdrawal of Application for Admission/Consular Notification whenever:
  - an application for admission is withdrawn;
  - a visa or border crossing card is canceled;
  - an alien is refused admission under the Visa Waiver Program;
  - an alien is order removed pursuant to Section 235(b)(1) of the Immigration and Nationality Act (Expedited Removal); or,
  - a waiver is revoked.
- In addition to copies maintained locally, stored in the alien's A-file, and/or provided to the alien, a copy of the Form I-275, along with any supporting documentation must be forwarded as soon as practicable to the appropriate consulate/embassy of the U.S. Department of State.
- For cases involving a visa, the appropriate location is the visa issuing post.
- For cases not involving a visa, the appropriate location is the consulate/embassy nearest to the alien's foreign residence.
- In certain circumstances, it may be appropriate to provide notification to multiple consular locations.
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- An alien may not be pressured into withdrawing his or her application for admission under any circumstances.